

**APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



Request for Public Assembly Permit

Application Fee: \$149.00

No person may hold a public assembly unless a permit has first been obtained from the Director of Planning & Environmental Resources. Public assembly means an outdoor gathering in temporary structures such as tents, of individuals which may be attended by members of the general public, with or without an admission charge, when the anticipated daily attendance is expected to exceed 250 persons a day and which occurs on more than one (1) day per calendar month, including flea markets, but excluding (1) events or functions, put on by any government agency including athletic events on athletic fields or (2) camping activities conducted by charitable organizations devoted to serving young people.

An application for a permit to hold a public assembly must be filed with the Director at least nine (9) days before the day on which the public assembly is to be held. However, if the public assembly is to be held within nine (9) days after a specific and unanticipated event or announcement of public importance and in response to it, the application may be filed within 24 hours after the event or announcement and at least 36 hours before the public assembly is to be held. The Director may also receive and act on an application even though the application was not filed in time, if necessary to preserve the First Amendment rights of an applicant.

Please complete the following:

Date of Submittal: _____ / _____ / _____
Month Day Year

Applicant:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

APPLICATION

Legal description of property on which public assembly shall take place:

Block	Lot	Subdivision	Key
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Real Estate (RE) Number	Alternate Key Number
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Street Address (Street, City, State, Zip Code)	Approximate Mile Marker
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Date(s) and hours the public assembly shall be held: _____

Please provide the name, address and telephone number of all principal officers of the applicant and/or any other individual authorized to represent the applicant in applying for the permit:

Please provide the designated place where the assembly is to be held:

Estimated number of persons to participate in and/or attend event: _____

Please provide the general nature of the public assembly and the arrangements made to protect the public health and safety during the conduct of the public assembly, including arrangements with respect to traffic direction and control, crowd control and sanitation facilities:

All of the following must be submitted in order to have a complete application submittal:

(Please check as you attach each required item to the application)

- ☐ **Complete application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Documentation that the requested use by the applicant of the designated place has been granted by the person or government having the authority to grant the use of that place** (in the case of Monroe County owned property, a completed "County Use Form" from the Public Works Division shall be required);
- ☐ **Location map;**

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

APPLICATION

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ Date: _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

To be completed by the Planning & Environmental Resources Department:

Public Assembly Permit Number:

Signature of Director of Planning & Environmental Resources:

Approval Date:
